



# Provider Relations

For providers enrolled in the Home Help program **prior to January 1, 2015.**

The following checklist will guide you through the steps needed for a Home Help provider.

- ☐ Please review the posted MDCH Policy Bulletins relating to Home Help; MSA 14-31, 14-40, and 14-58. This will update you on the changes taking place within the Home Help program.
- ☐ Since you were already enrolled as a provider in the Home Help program, your information was automatically imported into the Community Health Automated Processing System (CHAMPS).
- ☐ You will need to sign up for access to CHAMPS. This will require you to have an active email account, if you do not currently have one you will need to set one up before being able to access CHAMPS. Click on the Single Sign-On (SSO) Instructions which includes pictures of what you need to do, or the Single Sign-On Quick Reference Guide for step by step directions on how to create your user ID and get access to CHAMPS.
- ☐ The first time you enter CHAMPS you will need to confirm your personal information to be able to gain full access to CHAMPS. Click on the CHAMPS Provider Enrollment Domain Instructions which includes pictures of what you need to do, or the CHAMPS Provider Enrollment Domain Quick Reference Guide for step by step directions on how to complete the process to have full access to your information.
- ☐ Now you are able to fulfill additional Home Help program requirements.
- ☐ Providers are required to submit verification of provided services through an Electronic Service Verification (ESV) system. The ESV has to be accessed through CHAMPS. Click on the ESV Instructions which includes pictures of what you need to do, or the ESV Quick Reference Guide for step by step directions on how to complete and submit your monthly verification of services provided.
- ☐ Providers are required to update contact information in CHAMPS within 10 business days of any change. Click on the Provider Information Changes Instructions for step by step directions on how to update your information in CHAMPS.